

In This Issue:

Evaluating Engineering Work Experience	1
Continuing Education Audit Procedures	2
Barbara's Corner	3
Disciplinary Action	4
New/Reappointed Board Members	5
In Memoriam	5
Examination Information	6
Frequently Asked Questions	7
Did You Know?	7

2001 Schedule of Board Meetings

January 18-19

Quarterly Board Meeting, Cookeville, TN,
Tennessee Tech. University*

February 15

Board Hearings/Conferences

March 15

Board Hearings/Conferences

April 26-27

Quarterly Board Meeting, Knoxville, TN*

May 17

Board Hearings/Conferences

July 19-20

Quarterly Board Meeting, Memphis, TN*

August 16

Board Hearings/Conferences

September 26-29

Board Retreat and Quarterly Meeting,
Pickwick Landing State Park

November 29

Board Hearings/Conferences

*Local registrants are invited and encouraged to attend.

Unless otherwise indicated, all meetings are held in Nashville, Tennessee, in the Davy Crockett Tower, 500 James Robertson Parkway. Please contact the Board office at 615-741-3221 or at 800-256-5758 to verify times and room locations as the meeting schedule is subject to change.

Evaluating Engineering Work Experience

by *Melvin Downs, PE,*
Engineer Board Member

Several years ago, our registration rules were changed enabling individuals who have an Accreditation Board for Engineering and Technology (ABET)-accredited (or substantially equivalent) engineering degree, who have achieved Engineer Intern status with passage of the Fundamentals of Engineering Examination, and who have obtained a minimum of four years of progressive engineering experience to make application to sit for the Principles and Practice of Engineering Examination. We, along with other state boards who have adopted similar provisions, are faced with the decision of whether this individual, with only four years of experience, is ready to be in responsible charge of a project with passage of the Principles and Practice exam. Because we do not license by specific discipline and require that registrants practice only in their area(s) of competence, it is particularly important that progressive engineering experience be established during an individual's internship.

The Special Committee on Experience Evaluation of the National Council of Examiners for Engineering and Surveying (NCEES) has developed guidelines that could assist state boards and others with this effort in determining whether an applicant possesses the required progressive engineering experience. The guidelines, adopted at the 2000 annual meeting, reflect the following work areas and skills engineers should develop:

Practical Application of Theory

- Analysis
- Design and synthesis
- Testing methods
- Implementation methods
- Systems application
- Significance of time in engineering process
- Knowledge and understanding of codes, standards, regulations, and laws that govern applicable engineering activities

Management of Engineering

- Planning
- Scheduling
- Budgeting
- Supervision
- Project control
- Risk assessment

Communication Skills

- Accumulation of project knowledge through interpersonal communication
- Transmission of project knowledge

Social Implications of Engineering

- Promoting and safeguarding the health, safety, and welfare of the public
- Demonstrating an awareness of the

Continuing EDUCATION Audit Procedures



by Vance Travis, AIA, Architect
Board Member and John Cothron,
Continuing Education Coordinator

Does the thought of receiving an audit notice in the mail send chills up your spine or make you mad? Perhaps a better understanding of our audit procedures will allay your fears and frustrations.

The Board randomly selects 5% of all active registrants for audit on an annual basis; these make up the majority of our audits. In addition, registrants who use the grace period to complete the continuing education requirements and registrants who have been subjected to disciplinary action in Tennessee shall also be subject to audit in accordance with Board policy. When you receive an audit notice, it isn't because we don't like you or we're trying to punish you—we are simply following set procedures.

Once you receive an audit notice, you are given 30 days to respond. You must complete a summary log showing the

type(s) of activity claimed, sponsoring organization (if any), location, duration, instructor's or speaker's name and professional development hours earned. You must also provide attendance verification records in the form of completion certifications, signed attendance receipts, paid receipts, a copy of a listing of participants signed by a person in charge, or other documents supporting evidence of attendance. For architects who are members of the American Institute of Architects (AIA), it is as simple as submitting a copy of your continuing education transcript. Interior designers may submit a copy of their National Council for Interior Design Qualification (NCIDQ) transcript.

When your audit records are received, they undergo a preliminary review by our staff. Any audits with obvious errors are returned for correction. Audits are often returned because the summary log form was not enclosed, an insufficient number of hours was reported, or evidence of attendance was not provided. After the preliminary review, audits are sent to the appropriate Board members for review. Reviews are usually completed and returned to the Board office within 60-90 days. If your audit is approved, you will receive an approval letter in the mail.

Additional information or evidence is sometimes requested by the Board, and registrants are given 30 days to supply this additional information. All registrants with deficiencies have 180 days after notification of same to either substantiate their original

claim or earn other credit to meet the minimum requirements. Audits are often disapproved because the activities claimed are not acceptable types of continuing education as defined by Rule 0120-5-.06 or because of a lack of hours addressing health, safety and welfare (HSW) issues and technical competency. Service on committees, membership in societies, patents, and unstructured travel and touring are examples of unapproved activities. HSW subject areas include, but are not limited to, environmental issues, accessibility/ ADA, codes, regulations and standards, structural issues, and fire protection. If the audit is still not approved after additional review, registrants may be called before the continuing education committee for clarification and explanation. Registrants failing to supply the requested records in a timely fashion are not in compliance with the law and rules and may be subject to disciplinary action or registration revocation.

The best ways to avoid audit nightmares are to take high-quality continuing education courses or monographs that meet the criteria established by the Board's continuing education rules and to provide all the information requested in a timely fashion. Carelessness and unfamiliarity with the rules are the chief reasons audits are returned or disapproved.

Hopefully this article answers your questions about audit procedures. If you need further information, please contact John Cothron, the audit coordinator, at the Board office.

Evaluating Work...cont.

consequences work performed may incur and a desire to mitigate any potential negative impact

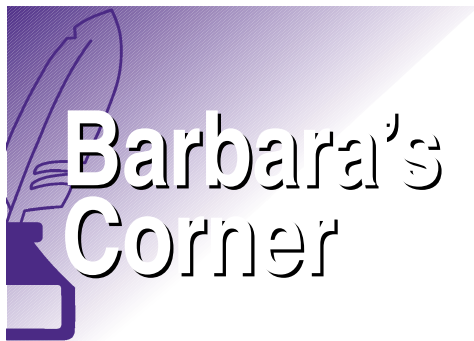
- Following a code of ethics that promotes a high standard of integrity in the practice of engineering

While Engineer Interns must be successful in acquiring the skills needed to be in responsible charge of a project through the practical

application of theory and management of engineering work, it is also necessary that they possess the communication skills, level of awareness of social implications of their work, and the development of standards of ethical practice to assist in their personal professional development. It is incumbent upon those of us who are already Professional Engineers to assist in this process by serving as a mentor to the Engineer Intern. In a mentoring role, we should:

- provide guidance, encouragement, and support to the intern;

- be sufficiently familiar with the details of the intern's work, either through direct supervision or ongoing direct contact, in order to be able to verify and certify that each portion of the intern's work experience qualifies as acceptable experience and that it is of increasing quality and requires greater responsibility; and
- assist the intern in the following areas: leadership, experience, ethics, values, and development of engineering principles.



Barbara's Corner

by *Barbara Bowling*,
Executive Director
bbowling@mail.state.tn.us

As always, the Board staff and I are here to assist you with your questions, concerns, or specific needs related to licensure or enforcement issues. Our office hours are 7:00 A. M. to 5:00 P. M. (CST), and we can be reached at 615-741-3221 or at 800-256-5758. Listed below are members of the Board's program staff, their areas of responsibility, and e-mail addresses if applicable.

John Cothron
jcothron2@mail.state.tn.us
License Renewals
Continuing Education
Inquiries/Audits
Licensure Status Changes
Professional Privilege Tax

Wanda Garner
wgarner@mail.state.tn.us
Board webmaster
General inquiries and board meeting information
Requests for licensing applications

Jason Gilliam
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Fundamentals of Engineering
Applications Coordinator and Scheduler
Principles and Practice of Engineering Examination
Scheduler
Engineering Examination Postponements
Engineering Examination Retake Requests

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Enforcement issues

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Joyce Shrum
jshrum@mail.state.tn.us
Architect, Landscape Architect, and Interior Design Applications Coordinator
Inquiries regarding architect, landscape architect, and interior design registration requirements

Frances Smith
fsmith4@mail.state.tn.us
Address Changes
Firm Disclosures
Licensure Verifications

You are invited to contact either me or a Board member if you do not receive satisfactory information from staff members.

In lieu of sending each registrant an annual roster this year, which includes the laws and rules of the Board, a copy of the latest edition of our law and rules has been sent to each registrant. A 2000 roster may be purchased from the Board for \$10.00 by including the fee with your renewal fee or by ordering one utilizing the order form included in this newsletter. Rosters are now available for distribution.



Does The Board Have Your Current Mailing Address? Employer?

It's the rule ... if you move, you need to give the Board your new mailing address within 30 days. We would also appreciate knowing when you change employers. This is your personal responsibility and not your employer's. We know you want to receive your license renewal notices, newsletters, and other important communications promptly. If you have a change to report, please complete and return this form to the **Board of Architectural and Engineering Examiners** at 500 James Robertson Parkway, 3rd Floor, Nashville, TN 37243-1142. You may also submit address changes by e-mail: send them to Frances Smith at <fsmith4@mail.state.tn.us>.

Please do NOT submit a change of address with payment of the professional privilege tax; the Department of Revenue does not forward these to the Board.

Name _____ Profession _____
Firm/Employer _____ Certificate # _____
Mailing Address (circle: home or work) _____
City, State, and ZIP _____
Phone Numbers (including area code) Home _____ Office _____

Disciplinary Action Taken By The Board

Robert E. Brady, PE #14259
Middleville, Michigan

VIOLATION: Revocation of certificate of registration in another jurisdiction [T.C.A. §62-2-308(a)(1)(F), Rule 0120-2-.07(5)(b)].

PENALTY: Revocation of certificate of registration.

FINAL ORDER: Effective July 1, 2000.

J. Paul Massey, RA #19362
Chattanooga, Tennessee

VIOLATION: Practice outside areas of competency [Rules 0120-2-.02, 0120-2-.03].

PENALTY: Letter of Reprimand; take and pass law and rules exam; submit Letter of Assurance of future compliance; pay \$500 civil penalty.

FINAL ORDER: Effective July 19, 2000.

David A. Milstead, nonregistrant
Midway, Tennessee

VIOLATION: Unlawful offering of architectural services and unlawful practice of architecture on an expired license [T.C.A. §§62-2-101, 62-2-105(a)(1)(D), 62-2-306(b)].

PENALTY: \$5,000 civil penalty.

FINAL ORDER: Effective October 9, 2000.

Robert L. Plowfield, PE #103225
Winter Park, Florida

VIOLATION: Suspension of certificate of registration in another jurisdiction [T.C.A. §62-2-308(a)(1)(F), Rule 0120-2-.07(5)(b)].

PENALTY: Suspension of certificate of registration for 6 months; take and pass law and rules exam.

FINAL ORDER: Effective July 19, 2000.

Donald R. Stine, RA #7549
Memphis, Tennessee

VIOLATION: Affixed seal and signature to drawings not prepared by him or under his immediate personal supervision; performed services outside his areas of competence [T.C.A. §§62-2-308(a)(1)(B), 62-2-306(b), Rules 0120-2-.02(1), 0120-2-.03, 0120-2-.07(3), 0120-2-.08(5)].

PENALTY: Suspension of certificate of registration for 18 months; pay \$2,500 civil penalty; take and pass law and rules exam.

FINAL ORDER: Effective May 22, 2000.

John L. Wilson, PE #103545
San Antonio, Texas

VIOLATION: Suspension of certificate of registration in another jurisdiction [T.C.A. §62-2-308(a)(1)(F), Rule 0120-2-.07(5)(b)].

PENALTY: Respondent voluntarily surrendered license, effective July 19, 2000.



Jay H. Wood, PE #16185
Goshen, Indiana

VIOLATION: Suspension of certificate of registration in another jurisdiction [T.C.A. §62-2-308(a)(1)(F), Rule 0120-2-.07(5)(b)].

PENALTY: Suspension of certificate of registration for 30 days; take and pass law and rules exam.

FINAL ORDER: Effective July 19, 2000.

Christopher Lynn Woodard, PE #101631
Chattanooga, Tennessee

VIOLATION: Convicted of felony offenses [T.C.A. §62-2-308(a)(1)(B), Rule 0120-2-.07(5)(a)].

PENALTY: Revocation of certificate of registration.

AGREED ORDER: Effective May 22, 2000.

No informal conferences were conducted from January 2000-October 2000.

New/Reappointed Board Members

Ed J. Johnson, AIA (Nashville, Tennessee), principal/partner of Johnson Johnson Crabtree Architects, P.C., was reappointed for a second four-year term and will serve until June 30, 2004. He served as chairman of the Board from July 1, 1999, to June 30, 2000. He is currently serving on the Procedures and Documents Committee of the National Council of Architectural Registration Boards (NCARB), focusing on bringing consistency to the often conflicting requirements for corporate practice across the country. He is an active member of the American Institute of Architects (AIA), and has been honored three times by the AIA for service to the society.

G. Andrew Pouncey, ASLA (Germantown, Tennessee), Assistant City Administrator for the City of Germantown, was reappointed for a second four-year term and will serve until June 30, 2004. He is a past chairman of the Board, and has worked in landscape architecture for over 20 years. Mr. Pouncey is an associate member of the International City/County Management Association, and

he recently went to Norway as part of their exchange program. In addition, Mr. Pouncey is an active member of the American Society of Landscape Architects and the American Planning Association.

Robert L. Sylar, PE (Madison, Tennessee), retired Senior Partner for Transportation Services with Gresham, Smith and Partners, was appointed for a four-year term and will serve until June 30, 2004. He is an active member and past president of the National Society of Professional Engineers (NSPE). Additionally, he has chaired and been a member of many committees and task forces including Communications, Program and Quality Planning, Legal Review, Public Relations, and the Education Foundation. Mr. Sylar has also served as president of the Tennessee Society of Professional Engineers (TSPE). TSPE honored Mr. Sylar in 1993 by naming him Outstanding Engineer of the Year. Other professional associations include the American Society of Civil Engineers.

Ann G. Weeks, ASID (Chattanooga, Tennessee), President and Operating Officer of Signal Design Group, was appointed as the interior design member and will serve until June 30, 2004. Signal Design Group

provides interior architecture and design services to corporate retail and healthcare clients throughout the Southeast. She serves on the board of several organizations, is a professional member of the American Society of Interior Designers (ASID), and an allied member of the American Institute of Architects (AIA). Her awards include the ASID Tennessee Chapter Community Service Award in 1994 and the ASID Tennessee Chapter Design Award in Historic Rehabilitation for the Signal Design Group Building.

New Associate Board Member

John G. Perdue, PE (Piney Flats, Tennessee), the Superintendent of Power at Eastman Chemical Company, has been appointed as an associate engineer board member and will serve until June 30, 2004. Mr. Perdue is a past president of the Tennessee Society of Professional Engineers (TSPE), and he is active in the National Society of Professional Engineers (NSPE), where he currently serves on the national Strategic Planning Task Force. His honors include being named Engineer of the Year for Upper Eastern Tennessee in 1994.



The Board and Staff wish to extend our sympathies to the families and friends of these individuals who have honored their professions:

Architects

Allen, Richard J., #100735
Boelter, Rick G., #15323
Dickey, Allen Kent, #101482
Lehman, Thomas C., #19512
Maggart, James G., #100788
Reed, James W., Jr., #10513
Riedel, W. Christian, #6098
Rondinone, Nicholas A., #7358
Venable, William E., #2557

Warterfield, Charles W., Jr., #3287
White, Elbridge B., #848

Engineers

Adams, David H., #5281
Askew, Gregory Lynn, #13140
Barbe, Glenn D., II, #11172
Bayer, Joseph B., #17507
Blankenship, David V., #14793
Bloedau, Richard Karl, Jr., #15433
Brewer, Robert H., Jr., #10102
Brown, Billy D., #13046
Catron, Conrad Leslie, #5532
Cowan, Jackson R., #4796
Darden, Paul A., #17080
Fisher, Eugene Ray, #4417
Gracey, Robert H., Jr., #17527
Haas, Joseph D., #5628
Hardin, Lane K., #15098
Heath, William E., #23301
Hubbard, Robert A., #17176
Johanson, Norman R., #13545
Kelley, James P., #3997

Knoth, Wayne M., #21472
Lemm, John J., #4216
McFee, Mark D., #20426
Morgan, Richard, #8435
Park, William R., #23197
Partee, Bulow A., #2731
Partridge, James A., #18902
Poston, Robert J., #11904
Prisock, Roy L., #22101
Ross, William M., Jr., #13011
Shaw, George B., #12200
Singh, Ashok K., #19327

Landscape Architects

McLeod, Harry A., #74

Registered Interior Designers

Mills, Marge M., #109

If you have a name that should be recognized in this section, please contact the Board office.



Information On Examinations



The Board would appreciate your sharing information about these professional examinations with interns in your office.

Architecture

As of October 1, 2000, the multiple choice sections of the Architect Registration Exam (ARE) are \$92; the graphic sections are now \$143. Future information about the ARE and free practice software are available at the National Council of Architectural Registration Boards' (NCARB's) web site: www.ncarb.org.

Exam Results (through 11/1/00)

	Total	Pass
Bldg. Planning	30	18
Bldg. Technology	31	22
Constr. Doc. & Services	21	20
Gen. Structures	28	18
Lateral Forces	22	17
Mat. & Meth.	31	28
Mech. & Elec.	23	14
Pre-Design	27	18
Site Planning	20	14

Engineering

- Fundamentals of Engineering Examination-Application Deadlines:

	Seniors*	Non-seniors**
Spring Exam	February 1	January 15
Fall Exam	September 5	August 1

*Engineering students with senior status in the engineering curriculum.

**Those who have already been awarded an undergraduate degree in engineering.

The FE exam is administered in Chattanooga, Cookeville, Franklin, Knoxville, Martin, and Memphis on:

April 21, 2001
October 27, 2001

A new PM module for the FE exam in environmental engineering is being developed. The content survey has been completed, and the examination specifications are being developed. The new module will be offered for the first time in the spring of 2002.

- Principles and Practice of Engineering Examinations—

The application deadline for the spring

Principles and Practice of Engineering (P&P) exam was December 1, 2000. The fall deadline is July 1, 2001. The exam will be given in Franklin, Knoxville, and Memphis on:
April 20, 2001
October 26, 2001

To facilitate scheduling of the P&P exams, retake requests and fees should be received by the board office at least thirty (30) days prior to the scheduled date of the exam. The examination fee is currently \$100, and the retake fee is \$175. The Structural II exam fee has been increased to \$475.

For information about the exams, study guides, etc., visit the National Council of Examiners for Engineering and Surveying (NCEES) web site: www.ncees.org.

NCEES is in the midst of converting to breadth and depth and all objectively-scored PE examinations. This effort will yield examinations that are more defensible and less subjective and will also enable examinations to be scored more quickly. Exams currently scheduled for transition include:

Discipline	First Administration of New Format
Agricultural	October 2001 (no sooner than)
Civil	October 2000
Electrical & Computer	April 2002
Manufacturing	October 2000
Mechanical	October 2001
Metallurgical	October 2002 (no sooner than)
Mining and Mineral	October 2002 (no sooner than)

Specifications have been developed for the Building Architectural Engineering (BAE) exam and test items are currently being written. The first BAE exam is scheduled to be offered nationally in April 2002.

Exam Results

	(4/00)		(10/00)	
	Total	Pass	Total	Pass
FE	422	330	378	253
P&P	252	105	Not available	at press time.

Landscape Architecture

The Landscape Architect Registration Exam (LARE) will be given at Nashville State Technical Institute on:
June 11-13, 2001
December 3-4, 2001

The application deadline for the exam is January 15 of each year.

The June 2001 exam fees are as follows:

Section A \$45
Section B \$85
Section C \$175
Section D \$140
Section E \$175

Sections C and E will increase to \$185 in December 2001.

Exam Results (6/00)

	Total	Pass
Section A	10	6
Section B	9	8
Section C	14	5
Section D	9	9
Section E	9	4

Unofficial exam scores are now available at the Council of Landscape Architectural Registration Boards' (CLARB's) web site: www.clarb.org.

Interior Design

The Interior Design Qualification exam will be given on:

April 20-21, 2001
October 12-13, 2001

To request an application for the exam, call the National Council for Interior Design Qualification (NCIDQ) at 202-721-0220. The application deadline for the April exam was January 1, 2001; the deadline for the October exam is June 1, 2001. More information is available at NCIDQ's web site: www.ncidq.org

FREQUENTLY ASKED QUESTIONS

QUESTION:

Does Tennessee charge a fee for providing verifications to other states?

ANSWER:

No; we offer this service free of charge for registrants and those who have passed exams or completed all parts of an exam in the state.

QUESTION:

I will be renewing my license after the expiration date because I am completing my continuing education during the six-month grace period. Can I still practice during the grace period?

ANSWER:

No. If you are using the six-month grace period to complete the required continuing education hours, you cannot practice or offer to practice your profession during this period. Your license is expired and will not be renewed until the education requirement is met. The grace period begins the day after the expiration date of the license. Registrants not renewing within six months of the license expiration date must reapply for registration.

QUESTION:

Do I need to license my firm with the

Board office?

ANSWER:

Tennessee does not license firms. However, we do require that corporations, partnerships, or firms offering engineering, architectural, or landscape architectural services to the public file a firm disclosure form with the Board listing the names and addresses of all principals and officers, as well as the principals and officers duly registered to practice architecture, engineering, or landscape architecture in Tennessee who are in responsible charge of such practice in this state. Any changes in status to the corporation, partnership, or firm are required to be reported to the Board office within 60 days. Additionally, each corporation, partnership, or firm maintaining any place of business in Tennessee for the purpose of providing or offering to provide architectural, engineering, or landscape architectural design to the public shall have, in responsible charge of such service at any and each place of business, a full-time resident registered architect, engineer, or landscape architect. A copy of the firm disclosure form can be downloaded from the Board's web site (www.state.tn.us/commerce/ae.html).

DID YOU KNOW?

- The Tennessee Board maintains a list of volunteers to call upon in case of earthquakes as part of a preparedness plan in case of an earthquake in the New Madrid fault zone. Currently, there are 40 architects and 89 engineers on this list.
- Governor Don Sundquist declared October 2000 Interior Design Awareness Month in Tennessee.
- The 50th Anniversary of National Engineers Week will be celebrated February 18-24, 2001.
- The National Council of Architectural Registration Boards (NCARB) has created a record-keeping tool designed to simplify the paperwork for intern architects. The Intern Development Program (IDP) Training Unit Workbook uses an Excel spreadsheet format for recording hours on a daily basis. The Workbook converts hours into Training Units and cumulatively tracks time daily, weekly, and multi-weekly. This

cont. page 8

Tennessee Board of Architectural & Engineering Examiners Roster Order Form

Beginning this year, the Board will charge registrants \$10.00 for the printed roster of registrants. The roster is currently available on the Board's web site (<http://www.state.tn.us/commerce/ae.html>), but you may still order a hard copy if you wish. Please complete and mail this order form with a \$10.00 remittance made payable to the Department of Commerce and Insurance to the Board of Architectural and Engineering Examiners, 500 James Robertson Parkway, 3rd Floor, Nashville, TN 37243-1142. The new rosters are now available for distribution. You may also request a roster on your renewal of registration form.

Name _____ Profession and Cert. # _____

Mailing Address _____

City, State, and ZIP _____

Tennessee Board of Architectural and Engineering Examiners

Bob Fisher, PE, Chair

J. Granville Taylor, AIA, Vice Chair

Vance Travis, AIA, Secretary

James R. Cannon, Public Member

Melvin L. Downs, PE

Ed Johnson, AIA

Andrew Pouncey, ASLA

Robert L. Sylar, PE

Ann G. Weeks, ASID

*Stephanie H. Chivers, Assistant Commissioner for
Regulatory Boards, ex officio*

Associate Board Members

Philip K. S. Lim, PE

John G. Perdue, PE

Theodore E. Wynne, PE

Barbara Bowling, Executive Director & Editor

John Cothron, Administrative Assistant and Associate Editor

Christy Allen, Legal Counsel

<http://www.state.tn.us/commerce/ae.html>

bbowling@mail.state.tn.us (e-mail)

615-741-3221 (Nashville)

1-800-256-5758 (toll free)

615-532-9410 (fax)

Did You Know...*cont.*

provides an at-a-glance way for interns and their supervisors to assess strong and weak training areas. Each Workbook consists of 18 weekly Training Unit Logs and a total of 10 Workbooks, providing enough space to record an entire internship! The Workbook may be downloaded from the NCARB website: www.ncarb.org/idp/idpworkbook.html.

The Tennessee Department of Commerce and Insurance is committed to the principles of equal opportunity, equal access, and affirmative action. Contact the EEO Coordinator or ADA Coordinator at 615-741-0481, for TDD 615-741-7190.

Department of Commerce and Insurance Authorization No. 335192, 17,000 copies, January, 2001. This public document was promulgated at a cost of 19¢ per copy.

